

Callander Public Library Board Special Meeting July 12, 2023 Minutes

Board Members in attendance in-person: David Villard, Leslie Boudreau, Alison Peden, and Melissa Sones

Late: John Davis, 5:35pm

Virtually: Jo Sawyer (Vice Chair), Barb Boland

Location: Callander Public Library and Zoom

1. **Call to order:** at 5:35pm
2. **Declaration of pecuniary interest** – none expressed

3. **Approval of Agenda**

Motion: 2023-07-50

That the board approve the special meeting agenda with the addition of the following items for information purposes only:

Internet price increase (due to expiration of the contract)

Update on changes to the library newsletter

Moved: A. Peden, Seconded: L. Boudreau

Approved

4. **Library Service Review: award of contract for approval**

Motion: 2023-07-51

That the board award the request for the provision of a Library Service Review (Request for Proposal 2023-01) to TCI Management Consultants in association with Beth Ross & Associates, Bibliotechs Inc. as recommended by the External Affairs Committee for an value of \$24,000.00 plus \$1000.00 for travel, not including HST.

Including the additional recommended benchmarking with comparable library systems, the Ontario Public Library Guidelines and the Guidelines for Rural/Urban Public Library Systems. The cost of this additional work is \$2,880.00 and is included in the total prices indicated above.

The Board directs the CEO to act as primary contact for this project and the External Affairs Committee will act as the steering committee who will attempt to meet with the consulting firm on a biweekly basis to ensure the project stays on track.

Moved: B. Boland, Seconded: L. Boudreau

Approved

Discussion:

B. Boland provided a summary of the process. M. Sones provided an answer a board members question about the amount of work for library staff and provided clarity on the additional recommended benchmarking, that was not included in the original request.

5. Application to Municipality as Community Affiliate for approval

Motion: 2023-07-52

That the board directs the CEO to apply to the Municipality of Callander as a community affiliate.

Moved: L. Boudreau, Seconded: A. Peden

Approved

- 6. Update on MOU progress:** The MOU is working on a draft that will be brought to the board in the coming months. As part of the process the Municipality is also asking that the board sign a lease agreement.
- 7. Cogeco price increase:** The contract with Cogeco will expire in August, there will be an increase in cost of \$10.00/month.
- 8. Update Library Newsletter:** We can no longer find free software to send the library newsletter. Staff will be publishing the newsletter on the website, providing paper copies in the library and sharing on social media on a trial basis until the end of the year. A report will be brought back to the board at that time.

Meeting Adjourned: 6:05 pm

Board Chair: _____
David Villard

Date: _____

Secretary: _____
Melissa Sones

Date: _____